

SECRET

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|---|----------------|-------------------------|--|-------------------------------------|-----------------------------|--------------------------|---------------------------|--|
| OFFICE OR STAFF Office of Communications | | OFFICE CODE V | REQUEST DATE 25 May 1953 | APPROVAL DATE MAY 25 1953 | CONTROL NO. F-112 | | Page of Pages | |
| DELETIONS | | | ADDITIONS | | | NET CHANGE | ORGANIZATION | |
| ORGANIZATION AND POSITION TITLE | SERIES & GRADE | POSITION NO. | ORGANIZATION AND POSITION TITLE | SERIES & GRADE | POSITION NO. | NEW BR. & DIV. TOTALS | CODE (Machine Records) | |
| 25X1A6A <u>Office of Communications</u> <div style="border: 1px solid black; width: 50px; height: 15px; margin: 2px 0;"></div> <u>Support Section</u> Admin Officer | GS-301-9 | 1 | <u>Office of Communications</u> <div style="border: 1px solid black; width: 50px; height: 15px; margin: 2px 0;"></div> <u>Support Section</u> Supply Officer | GS-2001-9 | 1 | | 25X1A6A | |
| NEW OFFICE TOTALS | | | APPROVAL | | | | | |
| This change does not affect Office totals or ceiling | | | <p align="center">SECRET</p> The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received. <div style="border: 1px solid black; width: 200px; height: 30px; margin: 5px 0;"></div> Chief, Class. & Wage Div. | | | | | |

T/O CHANGE AUTHORIZATION

MAY 25 1953

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STANDARD FORM NO. 64

Approved For Release 2005/06/22 : CIA-RDP78-03568A000600070033-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division DATE: 21 May 1953
FROM : Chief, Administrative Staff, Office of Communications
SUBJECT: Reclassification of Position #10 ☐ T/O

25X1A6A

1. It is requested that position #10, Administrative Officer GS-9, of ☐ T/O be redesignated to Supply Officer GS-9.

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a. Supervises two Americans (GS-7-6) assigned as Depot Supply Officer and Supply Clerk who in turn are responsible for the physical operations of the ☐ Depot which is located at the Base Radio Station and the physical maintenance of the property records.

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b. Supervises the operation of the ☐ Depot Warehouse and the ☐ household effect warehouse both of which are approximately 7200 feet and maintains appropriate fire and safety precautions in these.

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25X1A6A

c. Establishes satisfactory recording procedures so that sufficient stocks of all supplies required for the operation of ☐ are on hand or on order. These include all Commo items as well as, administrative, medical, automotive and construction supplies.

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d. Initiates all requisitions for supplies required from Headquarters. The following summarizes the supply activity of ☐ Depot for a period of 9 months from July 1952 through April 1953

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| | |
|--------------|---------|
| No. of Rgns | 193 |
| No. of Items | 2794 |
| No. of Cases | 1631 |
| Cubic Feet | 17,578 |
| Weight | 335,249 |

This does not include house effects as noted in paragraph g below.

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e. Is required to be familiar with all Agency regulations governing the local procurement of material and the disposal of U. S. property [redacted].

f. Supervises the establishment and maintenance of appropriate records for the accounting of all supplies in the Base Station as well as all Field Stations.

25X9A2
25X1A6A

g. Supervises the physical handling of the personal and household effects of the [redacted] Americans and their families assigned to [redacted]. This requires contacting the [redacted] Customs Officers, Port Authorities, shipping and clearing Agents and local Trucking Companies, to arrange for the receipt and shipment of all such effects by either Sea or Air and to have such delivered to the Station Warehouse where they are opened or repacked, which ever is applicable, and sent to the individual or shipped. With approximately [redacted] individual or families in the Area, this means that the Supply Officer must arrange for the receipt and shipment of [redacted] sets of household and personal effects arriving and departing each year. From experience it has been noted that each family receives approximately 8000 lbs. of effects valued at about \$2,000.00. Consequently he supervises the unpacking and packing of [redacted] worth of effects a year weighing approximately [redacted].

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25X9A2

25X9A2

h. Directs the activities of approximately 10 [redacted] employees, who are employed at the [redacted] Depot as laborers, drivers, packers and carpenters. 25X1A6A 25X1

25X1

[redacted]

25X1C4A

i. Supervises the physical loading and unloading of the [redacted] times a month.

[redacted]

25X1A9A

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